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Personnel



AIR UNIVERSITY BOARD OF VISITORS ACTIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AU/CFAB
(Mr. Shawn P. O'Mailia)
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Certified by: HQ AU/CFA
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This instruction assigns responsibility for actions pertaining to the Air University (AU) Board of Visitors (BOV). It implements Air Force Supplement 1 to DODD 5105.4 (Air Force Committee Management Program). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with the Air Force AFRIMS Records Disposition Schedule (RDS), located at <https://webrims.amc.af.mil/RDS/index.cfm>. It applies to all AU schools, 42 ABW/LGT, and Headquarters AU.

SUMMARY OF REVISIONS

This revision reflects the office of AFIT/CF as the point of contact for Board meetings held at the Air Force Institute of Technology, Wright-Patterson AFB (3.14, 5.4). A star (★) indicates revised information from the previous version.

1. Abbreviations and References.

1.1. References.

1.1.1. DODD 5105.4/AF Sup 1, *DoD Federal Advisory Committee Management Program*.

1.1.2. DODD 5500.7R, *Standards of Conduct*.

1.2. Abbreviations.

1.2.1. AFIT: Air Force Institute of Technology, Wright-Patterson AFB, OH.

1.2.2. BOV: Board of Visitors.

2. Responsibilities. The Office of Academic Affairs (HQ AU/CFA) is responsible for AU BOV activities. (See charter at Attachment 1.) All actions involving the board must be coordinated with HQ AU/CFA.

3. HQ AU/CFA:

- 3.1. Prepares advisory committee reports and information required by SAF/AA.
- 3.2. Requests proposed agenda items from AU organizations, board members, and the AU Commander.
- 3.3. Prepares agenda for AU BOV meetings and obtains AU/CC approval.
- 3.4. Provides a board coordinator and staff support.
- 3.5. Assists the board chairperson in conducting meetings.
- 3.6. Requests travel orders for AU BOV functions.
- 3.7. Assists board members in the preparation of travel vouchers and ensures travel claims are processed promptly and accurately.
- 3.8. Assists board chairperson in preparing BOV report; prepares AU comments for BOV report for HQ United States Air Force; responds to any HQ United States Air Force replies or questions concerning the BOV report of the AU comments on the report.
- 3.9. Requests nominations for membership from AU organizations, board members, AU/CC, and others as appropriate. Supports the chairperson regarding nominations to the BOV. Maintains records on prospective board members, acceptances, and declinations of membership.
- 3.10. After notification of membership approval by the Office of the Secretary of the Air Force, prepares invitations and related correspondence to prospective AU BOV members. **NOTE:** BOV members serve nine, 1-year renewable terms up to a maximum of 9 years. HQ AU/CFA may request approval from both the Secretary and the Chief of Staff of the Air Force for a 2-year appointment for the chair, chair-elect, and the past chair of the board that would not count against the 9-year limit addressed above.
- 3.11. Reviews and, if necessary, revises board charter annually; prepares related reports; submits notification of meetings for publication in the *Federal Register*. (See DODD 5105.4/AF Sup 1, *DoD Federal Advisory Committee Management Program*, paragraph 4.2.1.3).
- 3.12. Requests organizations to nominate offices of primary responsibility (OPR) and host officers for board members.
- 3.13. Maintains coordination and information between HQ AU/CFA, school OPRs, and host officers.

★3.14. Makes administrative arrangements for board meetings at Maxwell. AFIT/CF makes administrative arrangements for board meetings at AFIT (Wright-Patterson AFB).

3.15. Corresponds with and makes other contacts with board members and their staffs on travel arrangements as necessary.

4. AU Organizations

4.1. Submits appropriate nominees for BOV membership when requested by HQ AU/CFA. Submits biographical information for each nomination.

4.2. Submits proposed agenda items for board visits when requested by HQ AU/CFA.

4.3. Organizations selected for visits will brief or discuss selected topics with board members.

4.4. Hosts and meets with BOV members, as required.

5. Protocol

5.1. Arranges meeting rooms, quarters, meals, and refreshments for board members as needed.

5.2. Arranges entertainment as necessary.

5.3. Arranges AU memento presentations to board members.

★5.4. Jointly, with HQ AU/CFA or AFIT/CF, briefs host officers of board members before the annual meeting.

5.5. Arranges entertainment for spouses of BOV members (if necessary).

5.6. Provides nametags for members and place cards for meetings.

5.7. Prepares conference room for meetings.

5.8. Provides HQ AU/CFA the costs of all BOV functions.

6. Director of Public Affairs. Coordinates with AU/CFA as required to prepare articles for the base newspaper related to board visits.

7. Staff Judge Advocate (HQ AU/JA).

7.1. Coordinates as required by DODD 5500.7R, *Standards of Conduct*.

7.2. Provides HQ AU/CFA appropriate notices and instructions for annual requirement to prepare and submit the OGE 450, **Executive Branch Confidential Financial Disclosure Report**, for each board member. HQ AU/CFA distributes the notices and forms to board members with instructions that the completed OGEs 450 are returned to AU/JA.

7.3. Receives the reports on behalf of AU/CC and forwards the reports to AU/CC for the mandatory supervisor's review.

7.4. Reviews and maintains the completed reports.

7.5. Notifies AU/CC of anyone failing to file a report or falsifying required information for determination of appropriate administrative disciplinary action or criminal prosecution.

7.6. Provides initial ethics training and annual ethics training.

7.7. Adopted Form: OGE 450, **Executive Branch Confidential Financial Disclosure Report**.

JOHN F. REGNI
Lieutenant General, USAF
Commander

Attachment 1**CHARTER OF THE
AIR UNIVERSITY BOARD OF VISITORS**

A. The Committee's Official Designation is: Air University Board of Visitors (AU BOV).

B. The Committee's Objectives and Scope of Activities: These are set forth in detail in the following paragraphs:

To assist Air University (AU) in sustaining effective programs, it is desirable that the Air Force obtain advice, views, and recommendations on matters involving performance of the educational mission by a balanced representation of retired officers, retired enlisted, university, community college, professional, public service, and business and industrial communities. To this end, an advisory committee, designated as the Air University Board of Visitors, was established in July 1946 by the Commanding General of the Army Air Forces and has been in existence since that time.

The board will be composed of at least five but not more than thirty-five members who serve nine, 1-year renewable terms up to a maximum of nine years. Appointment of members, future changes in membership, and membership extensions are made by the AU Commander, as approved by the Secretary of Defense. The board may function as a whole or in committees. At any time, the AU Commander may choose to operate the AU BOV with fewer than the maximum membership quota. The board and any committee thereof will operate in accordance with PL 92-463, *Federal Advisory Committee Act*, the implementing directive and DODD 5105.4, *DOD Federal Advisory Committee Management Program*.

C. Period of Time Required: Subject to the renewal of this charter not later than two years from its effective date, the period of time necessary for the board to carry out its purpose is indefinite in consonance with the continuing nature of its objectives and the scope of its activity as specified above.

D. The Official to Whom the Committee Reports: The board reports annually through the AU Commander, Air Education and Training Command (AETC) Commander, and the Chief of Staff of the Air Force to the Secretary of the Air Force.

E. Support Agency: The agency responsible for providing necessary support for the board is: Headquarters Air University, Maxwell Air Force Base, Alabama.

F. Duties of the Board: The board is responsible for matters pertaining to the educational, doctrinal, and research policies and activities of Air University, and for advising the Secretary of the Air Force, through the Commanders of AU, AETC, and the Air Force Chief of Staff. The function of the board is solely advisory, and any determination of action to be taken on matters upon which the board advises or recommends shall be made solely by full-time salaried officers or employees of the Air Force.

G. Estimated Annual Operating Costs: Annual operating costs are approximately \$81,000 (includes: travel, per diem, printing, and pro-rated staff salaries)] and an aggregate of one man-year support.

H. Estimated Number and Frequency of Meetings: The board meets at least twice a year (usually April and November) at Maxwell AFB, Alabama. The Executive Committee of the board, as constituted in the board's bylaws, briefs the Chief of Staff of the Air Force and the Secretary of the Air Force after the above meetings, in Washington, DC (usually June).

I. Subgroups: Committees may be chartered for specific tasks determined to be in the interest of Air University. These groups, when chartered, are members of the larger AU BOV. These committees may meet separately at other locations as required.

J. Termination Date: The committee's termination date is two years from the date of this charter unless it is renewed sooner.

Date this Charter is Filed: 1 Jan 2004